Request for Proposals

Idaho Technology
Incentive Grant Program
FY2004

Developed by Idaho State Board of Education to promote the creation and use of innovative methods of instruction**:**

- ♦ To focus on integrating technology into the curriculum;
- ♦ To enhance the rate and quality of student learning;
- ♦ To enhance faculty productivity; and
- ♦ To increase access to educational programs.

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PROGRAM GOALS

This program focuses on projects that advance the goals and objectives stated in the State Board of Education's 2000-2005 Statewide Strategic Plan. The Plan can be accessed at **http://www.idahoboardofed.org/** or copies may be obtained from the Board office.

The Idaho Technology Incentive Grant (ITIG) program seeks applications from the universities and college that demonstrate innovative approaches for integrating technology into teaching and learning. The program seeks bold new ideas that can be sustained after the program ends. Initiatives may include, but are not limited to, the following:

- **Professional development and support**. New approaches to teacher preparation and staff development that lead to changes in teaching styles are critical to the effective integration of technology.
- **Techniques for assisting teachers in developing computer-based instruction**. Can new methods be found to assist faculty in using WWW and multimedia computers for instruction?
- **Collaborative learning and team building is encouraged.**

Purpose

The purpose of the ITIG is:

- To focus on integrating technology into the curriculum
- To enhance the rate and quality of student learning
- To enhance faculty productivity
- To increase access to educational programs

The distribution of funds for this program is based upon the following guidelines:

1. The awards will be made in support of those projects that reflect the goals of the institution and the purpose of the ITIG program.
2. The awards will be made at the discretion of the Idaho State Board of Education based upon the merit of the project/application.
3. Consideration will be given to funding multi-year projects.

A summative report based on the outcomes of the project shall be submitted to the Office of the State Board of Education within two months of the close of the grant period.

Allocation

It is intended that the funds be distributed based upon the merit of the application in the following manner:

BSU	30%
ISU	30%
LCSC	10%
UI	30%

Of the **$1.575 million** appropriated for the ITIG program, the amount of **$1,575,000** will be distributed based upon the merit of the application in the following manner:

BSU	30%	$471,150
ISU	30%	471,150

LCSC	10%	157,050
UI	30%	471,150

These percentages and amounts represent initial maximum levels of funding. However, the institutions may not be funded at this level if they fail to meet all the criteria of the grant and/or the merit of the project fails to meet intended objectives. Institutions may apply for more than the maximum percent allowed by submitting additional or expanded projects that meet all requirements of the award cycle. Additional or expanded projects may be funded if another institution fails to submit an application or the project application does not meet the objectives of the grant.

General Information

1. **Deadline for submission**: Completed proposals must be submitted to the State Board of Education by 5 P.M., **March 3, 2003.** The originating institution must submit 1 original (w/signatures) and 5 unbound copies of each proposal for consideration.

2. **Funds available:** The total amount of money to be awarded for Idaho Technology Incentive Grants is approximately $1.75 million, dependent upon the Legislative appropriation.

3. **Number of proposals:** There is no limit on the number of proposals submitted by any of the four institutions. However, only one project per principal investigator will be funded in any given year.

4. **Two types of proposals will be considered:**

   Twelve -Month Projects - The duration of support will be for **one fiscal year** (July 1, 2003 - June 30, 2004). Funding is provided in one lump sum. [An extension for expending grant funds may be granted upon request.)

   Multi-Year Projects - The duration of support will be for **one fiscal year**. (July 1, 2003 - June 30, 2004). The dollar amount funded will not exceed the one-year appropriation. For a project to receive continued funding the project must be submitted by the institution and the necessary application forms and information must be provided, same as required for one-year projects (*see page 9 for procedures*). Although multi-year projects are approved at the campus level to receive funding for the full duration of the project, it is only funded for one fiscal year at a time and Principal Investigators will be required to report the progress of the project for each fiscal year--a progress report for the first six months and a final for the remaining six months. **It is important to note that the final report is not a final on your project but a final report on the fiscal year.**

4. **Review of proposals**: Proposals will be reviewed and evaluated based upon and determined by the merit of the application in relation to the purpose of the ITIG program. All applications will be screened for adherence to the RFP. A selection committee composed of two Board Members (IRSA and BAHR committee members), the Chief Academic Officer, Chief Technology Officer, and an ITRMC Project Team representative will review the proposals and forward recommendations to fund to the State Board of Education.

5. **Funding decisions:** The Board will approve the projects to be funded at its **April 2003** meeting.

6. **Send proposal packages to:**

(If Courier service)	(If U.S. Postal service)
Idaho State Board of Education	Idaho State Board of Education
Attn: Technology Grant Program	Attn: Technology Grant Program
650 W. State Street #307	PO Box 83720
Boise, Idaho, 83720	Boise, ID 83720-0037

GUIDELINES FOR PREPARATION OF PROPOSALS

Proposal Format

To facilitate processing, proposals must be stapled in the upper left-hand corner, but otherwise unbound, with pages numbered at the bottom and a 1-inch margin at the top. Contents must be assembled in the sequence given in the proposal checklist. Page limitations are referred to with the description of some sections. One page is equal to 26 lines using a 12-point font. **Failure to adhere to these formatting guidelines will result in disqualification of the proposal.** Please submit a copy of the entire proposal on 3.5-inch computer disk in Microsoft Word, or electronically (psanchez@osbe.state.id.us).

Contents of the Proposal

Each proposal will be limited to a total of 10 pages and must contain the following elements in the order indicated below. The continuation grant applicants must also submit this information.

1. **Cover Page**: include the name of the institution, timeline for the award, funds requested, and the signature of the president of the institution. For a continuation project, please indicate the previous year's grant number.

2. **Executive Summary**: provide a one-page abstract of the project, which identifies the need and provides a description of how grants will be utilized: advancement of instruction in teaching and/or research, increased productivity, innovation, overall quality of student performance and increased access to education programs. Current goals must be addressed for continuation projects.

3. **Narrative (format new): Each proposal should speak directly to the following criteria:**

   The proposal should include **criteria** showing:

   a. The significance to be determined by the extent to which the project:

   - Offers a clear vision of the use of technology to help students learn to challenging standards
   - Will directly benefit students by integrating technologies into the curriculum to improve teaching and student achievement
   - Will ensure continuous development for teachers, administrators and other individuals to further the use of technology in the classroom, library, or learning settings
   - Is designed to create new learning communities among teachers, students, and others, which contribute to State or local education goals for a quality education, and expands markets for quality educational technology or content.

   b. Feasibility will be determined by the extent to which:

   - The project will ensure successful, effective, and efficient uses of technologies that will be sustainable beyond the period of the grant.
   - The institution contributes financial and other resources to achieve the goals of the project.
   - The applicant is capable of carrying out the project, as evidenced by the extent to which the project will meet the need or problems identified; the qualifications of key personnel who would conduct the

project.

    c.   **Quality of Project Evaluation will be determined on the basis of:**

- The extent to which the method of evaluation will provide accountability and permit periodic assessment of progress toward achieving intended outcomes.
- Assessment contributes to the body of knowledge regarding the pedagogy of technology enhanced learning, student outcomes, and/or faculty perspectives and issues.

    d. **An Assessment Plan (one (1) page)* for a single project (or for each project if multiple projects are submitted by the institution) must be clearly defined. This assessment will contribute to the growing body of knowledge relating to teaching and learning with technology. Methodologies may change but standards of quality endure. The assessment of student achievement, changing faculty roles, and evaluation of the overall program assume added importance as new techniques and educational processes evolve. There are few measures that will be equally applicable at every institution. Appropriate evidence should be collected for each project.**

*[Loosely based on the draft document: Statement of the Regional Accrediting Commissions on the Evaluation of Electronically Offered Degree and Certificate Programs – and – Guidelines for the Evaluation of Electronically Offered Degree and Certificate Programs, http://www.wiche.edu/telecom/Guidelines.htm] Assessments may include but are not limited to: pre- and post-tests; comparisons of learning (student) outcomes between traditional delivery and technology-enhanced delivery of a course; end-of-course evaluations; students surveys; retention rates; resources and support available to faculty for development of course(s) or program(s); faculty investment of time in development, implementation, and teaching (include time spent emailing or communicating with students, i.e. other than instructional time); track the history of a project from idea through implementation, noting the links among the participants including those responsible for curriculum, technologies used, program/course design, faculty and student support, marketing, legal issues, budgeting, administrative and student services, and program evaluation.

    e. For projects that result in technology-delivered courses, those students completing the course will be given a standardized student survey developed at the University of Nebraska-Lincoln. The surveys will be administered and the results compiled by OSBE staff. Faculty and staff involved in the 2004 ITIG Program will participate in a symposium (Summer 2004) to compare processes, to share results, and to demonstrate their projects with colleagues from other ITIG participating institutions. The day will include focus groups with faculty to discuss the challenges and benefits, as well as presentations from national or regional granting agencies and foundations to discuss potential opportunities as well as to highlight innovation within higher education in Idaho. **Faculty requesting the grant funds should budget monies to attend the Symposium.**

4. **Timeline:** (1 page) identify the action with appropriate starting/completion dates, including projections for sustainability.

5. **Budget:**   include a complete budget detailing the use of funds.

    a. Applicants are not to exceed initial threshold amounts assigned to the institution. Any additional or expanded projects identified must contain all required information and be submitted along with the original application. The amount of the request must be clearly defined and presented in an overall budget sheet.

    b. Include identification of how the funds will be spent. This should identify funds allocated to each budget category, including personnel, equipment, and other direct costs [materials, supplies, travel, publications]. Budgets should include a description of the role of the personnel or the nature and purpose of other expenditures for each item in this category; a description of the need for and purpose of any equipment included; and a description of the need for and purpose of any other direct costs identified.

Summary Proposal Budget and Budget Explanation

Each proposal including continuation project proposals must contain a budget for the term of support requested. For multi-year projects, please only provide an annual budget for the Fiscal Year 2004. The proposal may request funds under any of the headings listed in the budget format as applicable to the proposed project. No indirect costs are permitted.

Each proposal must include a completed Summary Proposal Budget. Completion of this summary does not eliminate the need to fully document and justify the amounts requested in each category. Such documentation must be provided on additional page(s) immediately following the budget in the proposal and must be identified by line item. The documentation page(s) must be titled **"Budget Explanation."**

Summary Proposal Budget Instructions

A.   Senior Personnel Salaries

Senior personnel include the applicant and any co-applicant(s) so designated by the grantee institution. A faculty associate (faculty member) is an individual other than the applicant or co-applicant who is considered by the performing institution to be a member of its faculty or who holds an appointment as a faculty member at another institution, and who will participate in the project being supported.

The proposal must list:

1.   The titles or positions of the personnel and their institutional affiliation.
2.   The estimated number of academic-year, summer, or calendar-year person-months and rate of pay for which SBOE funding is requested.

SBOE regards teaching, service and scholarly efforts as the normal functions of faculty members at institutions of higher education. Compensation for time normally spent on these activities within the term of appointment is deemed to be included within the faculty member's regular institutional salary. Grant funds may not be used to augment the total salary or rate of salary of faculty members during the period covered by the term of faculty appointment, or to reimburse faculty members for consulting or other time in addition to a regular full-time institutional salary covering the same general period of employment. However, grant funds may be used to purchase release time for faculty members to conduct the proposed project(s) during their term of appointment. Purchase of release time should be clearly identified so it will not be confused with requests for supplemental income, which is not permissible during the academic year. Further, summer salary for faculty members on academic-year appointments will be funded for no more than three-ninths of their regular academic-year salary. All salaries and wages must be fully justified on the budget explanation pages.

B.   Other Personnel Salaries and Wages

Definitions for other personnel are as follows:

1.   A Postdoctoral Associate is an individual who received a Ph.D., M.D., D.Sc. or equivalent degree less than 5 years ago, who is not a member of the faculty of the performing institution, and who is not reported under Senior Personnel above.

2.   Other Professional is a person who may or may not hold a doctoral degree or its equivalent, who is considered a professional and is not reported as a applicant or co-applicant, faculty associate, postdoctoral associate or student. Examples of personnel included in this category are doctoral associates not reported under B, consultants, professional technicians, systems experts, computer programmers and design engineers.

For postdoctoral associates and other professionals, each position must be listed, with the number of full-time-equivalent person-months and rate of pay (hourly, monthly or annual). For graduate and undergraduate students, clerical, technical, etc., only the total number of persons and total amount of salaries per year in each category are required. Salaries requested must be consistent with the institution's regular practices. All salaries and wages must be fully justified on the budget explanation pages.

C. Fringe Benefits

Fringe benefits may be treated as direct costs, reimbursable under the grant. All fringe benefits must be fully justified on the budget explanation pages.

D. Equipment

The SBOE, for the purpose of these proposals, defines equipment as an item of property that has an acquisition cost of $500 or more and an expected service life of 2 or more years. Items of needed equipment costing $1,000 or more must be listed individually with description and estimated cost, including tax, and adequately justified.

Allowable items will ordinarily be limited to technology equipment and apparatus that are not already available for the conduct of the work. With the exception of computers and computer related equipment such as software, general-purpose office equipment will normally not be considered eligible for support.

The purchase of equipment with grant funds must follow the guidelines used in other equipment purchased by the institution. It must also follow restrictions and requirements for equipment purchases by the State and the Information Technology Resource Management Council.

E. Participant Support Costs

This budget category refers to costs of transportation, per diem, stipends and other related costs for participants in SBOE-sponsored conferences and workshops.

Grant awards may not be used for out-of-state travel; however, in-state travel for conferences or institutional collaboration is permitted. Fully justify.

F. Other Direct Costs

The budget must itemize other anticipated direct costs not included under the headings above, including materials and supplies, software, servers, phones, publication costs, computer services, in-state conferences, and consultant services (which are discussed below). Reference books and periodicals may be charged to the grant only if they specifically relate to the project.

- Materials and Supplies: The budget must indicate in general terms the type of expendable materials and supplies required, with their estimated costs. The breakdown must be more detailed when the cost is substantial.

- Publication Costs/Page Charges: The budget may request funds for the costs of preparing and publishing the results of the work conducted under the grant for dissemination including costs of reports, reprints, page charges or other journal costs (except costs for prior or early publication), and necessary illustrations.

- Consultant Services: Anticipated consultant services and costs must be justified, and information furnished on each individual's expertise, primary organizational affiliation, daily compensation rate, number of days of expected service and travel expenses.

- Computer Services: The cost of computer services, including computer-based retrieval of scientific, technical and educational information, may be requested. A justification of the established computer service rates at the proposing institution must be included. The budget also may request costs, which must be shown to be

reasonable, for leasing automatic data-processing equipment. The purchase of computers and associated hardware and software must be requested as items of equipment.

- Subcontracts: None of the activities under an SBOE grant may be contracted out or transferred to any organization without prior, written approval by the SBOE. Subcontracts must be disclosed in the proposal so that the grant letter can contain their prior approval. There must be a complete budget, in the prescribed format, for each subcontract. The total amount of each subcontract must appear as a line item under "Other Direct Costs" in the master budget for the project.

Applicants must not alter the cost categories as they appear on this form. Improper completion of this form may result in return of the proposal and elimination from the competition.

Facilities and Equipment Description (not to exceed 2 pages)

A description of no more than two pages **must be added** to the proposal describing available facilities. Major items of equipment to be used in the proposed work should be described if they are of a specialized nature and essential to the performance of the project.

Proposals that request equipment must list potential uses and a description of its use(s) as it relates to the project. The descriptions should be succinct and should emphasize the intrinsic merit of the activity for the discipline and the importance of any equipment to it. A brief summary will suffice for auxiliary users of equipment.

- **Equipment to be purchased, modified or constructed must be described in sufficient detail to allow comparison of its capabilities to the needs of the proposed activities. Whenever possible, the proposal should specify the manufacturer and model number.**

- **Proposals requesting multiple-use equipment must describe comparable equipment that is already at the proposing organization(s) and explain why it cannot be used. The degree of utilization must be discussed.**

- **Proposals requesting equipment must also describe arrangements for maintenance and operation, including:**

  1. A description of the physical facility where the equipment will be located.
  2. An annual budget for operation and maintenance of the proposed equipment, indicating source of funds.
  3. A brief description of other support services available, particularly related equipment, and the annual budget for their operation, maintenance and administration.

Special-purpose equipment having a unit acquisition cost of more than $10,000 and purchased or leased with grant funds will be subject to reasonable inventory controls, maintenance procedures, and organizational policies that enhance its multiple or shared use on other projects, if such use does not interfere with the work for which the equipment was acquired.

Continuation Proposals

1. Submit a cover page with the name of the institution, timeline for the award, funds requested for FY04, the previous year's grant number, and the signature of the President of the institution.
2. Executive Summary: provide a one-page abstract of the continuing project and the FY04 goals. Include a rationale for continuation of the project.
3. Narrative: Attach a copy of the proposal funded for FY03 and report(s) of assessment outcomes.
4. Budget for FY04.

Special Considerations

A project involving any item listed below must include special information and supporting documents in the proposal before funding can be approved. Some of these are mandated by Federal law.

1. Human Subjects (if appropriate).

2. Historical Sites (if appropriate).

3. International Cooperative Activity.

4. Facilitation Award for Handicapped.

5. Proprietary and Privileged Information (including matters with national security implications).

Reporting Procedures

Acceptance of ITIG grant funds obligates the proposers to submit a formative electronic **progress report** six months following the award of funds, with an **ending summative (final) report** due two months after the close of the grant period (**Friday, August 30, 2004**). The additional time is allotted for the completion of the assessment portion of the final report (see page 4).
Information to be reported will include but not be limited to:

- Number of faculty and students impacted
- Description of how objectives were met
- Resulting publications and presentations
- Number of courses developed/enhanced and how delivered/enhanced
- Any unusual or unexpected outcomes

The **final report** should outline actual cost savings or benefit to the State. The Principal Investigators (PIs) should bear in mind that the final report is in fact a final for the Fiscal Year 2004 not for the project. If the project is a continuation, the PI is still expected to file all appropriate reports. Although multi-year projects are approved at the campus level to receive funding for the full duration of the project, it is only funded for one fiscal year at a time and Principal Investigators will be required to report progress of the project for each fiscal year.

Symposium

Faculty and staff involved in the 2004 TIG Program will participate in a symposium (Summer 2004) to compare processes, to share results, and to demonstrate their projects with colleagues from other ITIG participating institutions. **The expense for the symposium should be budgeted with grant funds.**

PROPOSAL EVALUATION CRITERIA

The proposal evaluation criteria for the Idaho Technology Incentive Grant program have been established in accordance with the goals outlined in the SBOE Strategic Plan and with input from the four public institutions.

Idaho Technology Incentive Grant Program
FY 2004 Proposal Rating Sheet

Each proposal will receive a **"Pass" or "Fail" rating.**

Criteria	P/F
Significance to be determined by the extent to which the project	
• Offers a clear vision of the use of technology to help students learn to challenging standards,	_____
• Will directly benefit students by integrating technologies into the curriculum to improve teaching and student achievement,	_____
• Will ensure continuous development for teachers, administrators and other individuals to further the use of technology, and	_____
• Is designed to create new learning communities among teachers, students, and others, which contribute to State or local education goals for a quality education, and expands markets for quality educational technology or content.	_____
Feasibility will be determined by the extent to which	
• The project will ensure successful, effective, and efficient uses of technologies that will be sustainable beyond the period of the grant.	_____
• The institution contributes financial and other resources to achieve the goals of the project.	_____
• The applicant is capable of carrying out the project, as evidenced by the extent to which the project will meet the need or problems identified; the qualifications of key personnel who would conduct the project.	_____
Quality of Project Evaluation will be determined on the basis of	
• The extent to which the method of evaluation will provide accountability and permit periodic assessment of progress toward achieving intended outcomes.	_____
• Assessment contributes to the body of knowledge regarding the pedagogy of distance learning, student (learning) outcomes, and/or faculty perspectives and issues.	_____

COVER SHEET FOR IDAHO TECHNOLOGY INCENTIVE GRANT PROPOSALS
IDAHO STATE BOARD OF EDUCATION

Title of Project:		**For Continuation Project list last year's grant number:**	Proposal Number (OSBE Office Use Only):
Dollar Amount Requested:		**Check one:** ____12-month project _____Multi-year project	
		Project Start Date:	**Project End Date:**

List of Project Objectives:

(Collaborating) Department(s)	**Mailing Address:**

E-mail Address: | **Phone Number:**

	Name	**Institution**	**Title**	**Signature**
PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				
Co-PI				

Institution:	**Authorizing Signature:**	**Title of Authorizer:**	**Dollar Amount Allocated:**

Authorizing Signature of President of Institution:	**Date:**

SUMMARY PROPOSAL BUDGET

A. SENIOR PERSONNEL

Position/Title	Rate of Pay	No. of Months			$ Amount Requested
		CAL	ACA	SUM	

B. OTHER PERSONNEL

Position/Title	Rate of Pay	No. of Months			$ Amount Requested
		CAL	ACA	SUM	

C. FRINGE BENEFITS

Rate of Fringe (%)	Salary Base	$ Amount Requested

PERSONNEL SUBTOTAL:	

D. EQUIPMENT: (List each item with a cost in excess of $1000)

Item/Description	$ Amount Requested	Item/Description	$ Amount Requested
1.		5.	
2.		6.	
3.		7.	
4.		8.	

EQUIPMENT SUBTOTAL:	

E. PARTICIPANT SUPPORT COSTS:

Description	$ Amount Requested	Description	$ Amount Requested
1.		3.	
2.		4.	

PARTICIPANT SUPPORT COSTS SUBTOTAL:	

F. OTHER DIRECT COSTS:

Description	$ Amount Requested	Description	$ Amount Requested
1.		4.	
2.		5.	
3.		6.	

OTHER DIRECT COSTS SUBTOTAL:	

TOTAL COSTS (Add Subtotals):	

TOTAL AMOUNT REQUESTED:

A. SENIOR PERSONNEL		
Position/Title	$ Amount Requested	Actual $ Spent

B. OTHER PERSONNEL		
Position/Title	$ Amount Requested	Actual $ Spent

C. FRINGE BENEFITS		
Rate of Fringe (%)	$ Amount Requested	Actual $ Spent
PERSONNEL SUBTOTAL:		

D. EQUIPMENT: (List each item with a cost in excess of $1000)		
Item/Description	$ Amount Requested	Actual $ Spent
1.		
2.		
3.		
4.		
EQUIPMENT SUBTOTAL:		

E. PARTICIPANT SUPPORT COSTS:		
Description	$ Amount Requested	Actual $ Spent
1.		
2.		
3		
PARTICIPANT SUPPORT COSTS SUBTOTAL:		

F. OTHER DIRECT COSTS:			
Description		$ Amount Requested	Actual $ Spent
1.			
2.			
3.			
OTHER DIRECT COSTS SUBTOTAL:			

TOTAL COSTS (Add Subtotals):		

TOTAL AMOUNT REQUESTED:	

TOTAL AMOUNT SPENT:	

* Designate item(s) purchased but not on original budget proposal.

CHECKLIST FOR PROPOSAL SUBMISSION

Please use this checklist to ensure that all essential information is included.

ONE ORIGINAL COPY (with signatures)

_____ Cover Page with required signatures

- ❑ Name of Institution
- ❑ Timeline
- ❑ Funds Requested
- ❑ Title of Project
- ❑ Signature of President
- ❑ Name, email, and phone number of person submitting the proposal(s)

_____ Documentation for Special Considerations (Check each item applicable).

- ❑ Animal Welfare
- ❑ Endangered Species
- ❑ Human Subjects
- ❑ Marine Mammal Protection
- ❑ Pollution Control
- ❑ National Environment Policy Act
- ❑ Recombinant DNA Molecules
- ❑ Historical Sites
- ❑ International Cooperative Activity
- ❑ Research Opportunity Award
- ❑ Facilitation Award for Handicapped
- ❑ Proprietary and Privileged Information (including matters with national security implications)
- ❑ Collaborative Arrangements

FIVE COPIES (unbound)

_____ Cover Page

_____ Executive Summary

_____ Narrative

_____ Assessment

_____ Timeline

_____ Budget

ELECTRONIC COPY

_____ 3.5 inch computer disk in Microsoft Word or email the entire proposal (psanchez@osbe.state.id.us)